



REQUEST FOR PROPOSALS

ASSET MANAGEMENT SYSTEM IMPLEMENTATION FOR WASTEWATER FACILITY ASSETS

RFP#2016-012

Direct questions or information requests related to this RFP to:

msd.procurement@cincinnati-oh.gov

SCHEDULE

Release Date	NOVEMBER 15, 2016
Pre-submittal Meeting	N/A
RFQ Questions / Comments Deadline	NOVEMBER 21, 2016, 1:30 p.m. (Cincinnati, Ohio Time)
SUBMITTAL DEADLINE /TIME	NOVEMBER 28, 2016, 1:30 p.m. (Cincinnati, Ohio Time)
Evaluation Dates	November 29 – December 6, 2016
Negotiation and Award	By or before December 9, 2016

**ALL SUBMITTAL DELIVERIES ARE TO BE SENT TO: SEWERS PROCUREMENT
(SEE RFP SECTION 1.9 FOR SPECIFIC LOCATIONS)**

The functional address of Sewers Procurement Is Two Centennial Plaza, 805 Central Avenue, Suite 234, Cincinnati, Ohio 45202-1947.

NOTE: Consult the information about this offer on the City of Cincinnati Internet web site at www.msdbg.org, which also includes the rules and registration information about the MSDGC Small Business Enterprise Program.

Offeror may register as a City vendor online at www.cincinnati-oh.gov/vss.

REQUEST FOR PROPOSALS
CONSULTING SERVICES FOR ASSET MANAGEMENT SYSTEM IMPLEMENTATION
CONTINUATION SERVICES

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1 REQUEST

1.1 INTRODUCTION

The City of Cincinnati, through its Department of Sewers (the “City”), as the sole management agency for the operation and maintenance of the sewer system on behalf of the Metropolitan Sewer District of Greater Cincinnati (“MSDGC”) is issuing this Request for proposals (hereinafter “RFP”), pursuant to the provisions of applicable Ohio law and MSDGC policy, from parties (hereinafter “Offeror”). Offeror shall provide the City with assistance for the purpose of completing the activities associated with the Scope of Services, below.

1.2 GENERAL BACKGROUND AND INFORMATION

MSDGC’s service area covers approximately 290 square miles and encompasses all or part of four counties in southwestern Ohio. MSDGC provides wastewater removal and treatment through over 200,000 residential, commercial, and industrial sewer connections and operates and maintains over 3,000 miles of sanitary and combined sewers, seven major wastewater treatment plants, two package treatment plants, two wet weather treatment facilities, a regional septage receiving station, 99 lift stations and 10 major pumping stations.

The seven major treatment plants currently have an aggregate design, dry weather capacity through both primary and secondary treatment of 207 million gallons per day and treat an average of 194 million gallons per day. Over 70 billion gallons of wastewater are treated annually by MSDGC.

The Board of County Commissioners of Hamilton County, Ohio (the “Board”) created MSDGC in 1968. MSDGC is operated under a 50-year contractual agreement with the City. The agreement consolidated the City sewerage services (its own and contractual services provided to 20+ other Hamilton County political subdivisions) with those of Hamilton County's Sewer District No. 1. Under the agreement, the City provides exclusive management of the sewer district’s services, per the requirements as outlined in Chapter 6117 of the Revised Code of Ohio, while the Board funds its operating and capital budgets, sets rate structures, and determines its rules and regulations.

1.3 PROJECT BACKGROUND AND INFORMATION

MSDGC’s Wastewater Treatment Division has already developed a foundation for implementation of an Asset Management System with its Maximo CMMS system. Business tools such as Maximo, BiCycle, and Tango are used to support maintenance activities while a growing SCADA database and data analysis tool (eOPs) complement the operations strategy. MSDGC has successfully implemented these business tools for streamlining work orders and capturing historical data related to more than 18,000 assets that support system functions. It is MSDGC’s intent for the computerized maintenance management system (CMMS) to be expanded or upgraded to create an Asset Management System that supports and justifies annual wastewater treatment plant and pump station forecasted expenditures.

As MSDGC's sewer rates continue to increase to meet mandated Consent Decree requirements and growing Asset Management needs, there is a business need to ensure MSDGC has the ability to prioritize necessary improvements in a manner that assists MSDGC in being a good steward with ratepayer funds. MSDGC would like to develop new asset management tools and ensure that they are well aligned and integrated supporting existing maintenance, operations, and capital forecasting strategies. These tools will improve MSDGC's overall capital budget plans with stronger justifications and more transparent documentation on decision making. The desired outcome of this project is to develop a risk-based prioritization system to meet plant and process function goals that directly feeds into the annual CIP and life-cycle costing that feeds into the annual operating budget.

1.4 SCOPE OF SERVICES

The scope of services below is a generalized breakdown of the anticipated tasks to be completed by the selected Offeror. This scope shall be used by the Offeror to prepare the "Project Approach" portion of the proposal as described in the next section. After an Offeror has been selected, the MSDGC project management team will work with the Offeror to finalize the contract scope of work. All deliverables, methods, software, and tools developed or provided for this project shall be the sole property of MSDGC.

Task A – Asset Management Tool Application: Task A shall be completed within 180 days after MSDGC issues a Notice-to-Proceed to the selected Offeror. Anticipated work activities to be performed under this task include, but are not limited to the following sub-tasks:

1. Risk Assessment: The selected Offeror shall use industry accepted methods to quantify asset risk based on condition, remaining useful life, and required level of service. Offeror will perform a risk assessment on all the assets listed in MSDGC's Maximo, approximately 18,000 assets, based on the industry accepted assessment templates. The deliverable will be a listing of all assets prioritized by risk with identification of the most probable failure mode, estimate of remaining service life and replacement or rehabilitation cost.
2. Rehabilitation and Replacement (R&R) Schedule: The selected Offeror shall develop a 30-year schedule for the R&R of MSDGC treatment plant assets. With the risk/cost analysis performed in Task B, this information will be utilized to determine if the next step for the asset is replacement, rehabilitation, continued operation, more frequent inspections, decommissioning, or run-to-failure. Offeror will facilitate a workshop with MSDGC to develop a method of determining whether an asset should be repaired, rehabilitated, or replaced. In addition, Offeror will facilitate a workshop with to ensure the data collected in Task A.1 can be tied to Maximo system. Offeror will work with MSDGC to develop the optimum approach and required business processes for implementation.

3. 30-year R&R Planning Tool: The Offeror shall develop a 30-year R&R Tool that generates a list of key assets that will reach the end of their expected life during a given year. The current year version of this list is developed in Task B (2) and the tool should be driven by Maximo CMMS data. The information generated by this tool will be utilized to determine if the next step for a given asset is replacement, rehabilitation, continued operation, more frequent inspections, decommissioning, or run-to-failure.

Task B – Asset Management System Implementation: Task B shall be completed within 180 days after MSDGC issues a Notice-to-Proceed to the selected Offeror. The selected Offeror shall assist MSDGC in integrating the Asset Management System into the future CIP and existing O&M programs. Anticipated work activities to be performed under this task include, but are not limited to the following sub-tasks:

1. Risk-Based Prioritized Project List: The selected Offeror shall use information from Task A to develop a prioritized list of capital improvement project options based on risk reduction and cost. The list should be made up of assets and groupings of assets to be funded with capital improvement project funds, capital allowance funds, operating funds, or other industry standard funding mechanisms for Asset Management Systems. Recommended options may include replacement, rehabilitation, continued operation, more frequent inspections, decommissioning, or run-to-failure.

This document should include a 30-year implementation schedule with financial projections that indicate levels of funding necessary to keep listed assets in proper operating condition to meet plant and process function goals while mitigating risk of critical asset failure. The deliverable should include a narrative regarding the percent of accuracy and/or certainty of predictive risk model component(s).

2. Multi-Attribute Analysis: The selected Offeror shall work closely with MSDGC project management team to develop a multi-attribute analysis of projects proposed in Task B (1) with consideration of how these projects relate to other projects that are needed to meet current and future regulatory requirements, growth, etc. This sub-task should yield a more comprehensive project list with appropriate cost and schedule adjustments.

Task C – Asset Management System Development: Task C shall be completed within 365 days after MSDGC issues a Notice-to-Proceed to the selected Offeror. Anticipated work activities to be performed under this task include, but are not limited to the following sub-tasks:

1. Provide Repair vs. Replace Decision Tool: A best practice Asset Management System must decide whether to replace or repair an asset when a defect has been discovered or

asset performance has deteriorated. Because of the repetitive nature of this type of decision and the desire to have a systematic and data-driven approach to project need and justification, a very specific business case evaluation tool (BCE tool) shall be developed by the Offeror to assist with this decision making. The tool would utilize data from existing MSDGC systems (e.g. Maximo, Tango, and Bi-Cycle) to develop a full understanding of life-cycle costs associated with the asset(s) in question. The tool will also include the differences in risk associated with new versus existing equipment as well as unlike replacement. The Consultant will work with MSDGC to determine the best technical solution to collect data to allow life-cycle costs to be assembled to support decision making.

- Tool shall be based on life cycle cost and risk analysis
 - Define inputs, outputs, and process
 - Define and develop a reporting process
 - Define configuration management
 - Define frequency of data refresh
 - Define roles and responsibilities
 - Define gap assessment between required inputs and available data
 - Define baseline vs. existing useful life curves based on asset class/subclass/model, O&M cost, repair history, condition and performance data
 - Define process for utilization of decision tool for unlike replacement “upgrade”
2. Provide a Condition Assessment Tool: The Consultant shall develop a condition assessment tool that is applicable for each asset class (pumps, motors, tanks, instrumentation, etc.) as defined by existing Maximo asset and location codes. This tool will identify the frequency and methods used to assess and rank the condition, structural integrity, and reliability of service for each asset. It is envisioned that Maximo CMMS will be updated to include a condition assessment field in order to facilitate “automation” of the risk associated with deferment of capital investments for each asset/asset group/system.
3. 5-year R&R Forecasting Tool. The Offeror shall develop a tool that forecasts repair/replacement costs using established criteria and methods over a five-year period to be used to align and support capital and operating budget requests. The tool shall provide groupings of assets suitable to be addressed via annual Wastewater Treatment Plant Renewal Allowances, operating budgets, or other industry standard funding mechanisms for Asset Management Systems.
4. Asset Management Software: Evaluate the existing software systems currently in use by MSDGC including but not limited to assessing the function, interconnectivity, and viability of maintaining existing systems for use with an updated Asset Management

Systems: Maximo CMMS, BI-Cycle, Tango, SCADA, I-Wave, PeopleSoft, City Works, ArcGIS, CAGIS, and treatment plant process hydraulic models. Consultant shall be responsible for development of asset management software requirements definition – including necessary integration activities and investments required for the existing systems.

5. Configuration Management Tool: Configuration Management is the practice of formally handling changes to an asset system so that the system maintains its integrity and reliability over time. The tool shall be able to capture operational changes in advance, such that the risk exposure based on the new configuration can be assessed proactively. Changes to the system are proposed, evaluated, and implemented using a systematic approach that ensures consistency, and proposed changes are evaluated in terms of their anticipated impact on the entire system.
 - Define process workflow with sign-offs
 - Define process to store/retrieve
6. Management of Change Process: The Wastewater Treatment Division has already established a “Management of Change” process. The Offeror shall review the process and its implementation and make recommendations for any changes so that asset data in the CMMS system is up-to-date and accurate.
7. Organizational Recommendations for Asset Management: The Offeror shall evaluate whether or not a centralized, asset management-focused staff would be advantageous for MSDGC. MSDGC has traditionally used goal-area teams to implement change on a grass-roots level. This task shall involve exploring various possible organizational options for asset management implementation within MSDGC’s operating context and the pros and cons of each approach.
 - Define needs to sustain new processes
 - Define roles and responsibilities
 - Define budget requirements
 - Recommend centralized vs. decentralized
 - Recommend training regime for MSDGC staff
8. Performance Measurement Structure: This task shall provide MSDGC with a means of tracking success in managing assets for the lowest lifecycle costs. Industry benchmarks for Asset Management shall be explored to determine their applicability with MSDGC’s system. The deliverable from this task is a standardized performance evaluation and measurement report that can be generated at any time with existing CMMS data.

1.5 PROJECT APPROACH

The Offeror shall submit a detailed proposal that explains the proposed approach to completing the Scope of Services defined in Paragraph 1.4 above, i.e. Tasks A, B, C, and D. For each scope item, the Offeror should indicate what information and/or staff resources that MSDGC will be required to provide. A detailed schedule should be provided for each task and sub-task and the proposal shall specifically include the following:

For Task A – Asset Management Tool Application:

1. Risk Assessment:

- a. Offeror shall describe what tools will be used to assess risk.
- b. Propose a detailed plan to gather any necessary field data.
- c. Explain how the required level of service will be established for assets.
- d. Describe any other factors that will contribute to the development of an overall risk matrix.
- e. List and describe any tools that have already been developed and how they have been applied at other public utilities in the development of an asset management plan.
- f. Offeror shall provide expected level of effort for this sub-task including hours, titles, and rates.

2. Rehabilitation and Replacement (R&R) Schedule:

- a. Offeror shall propose an overall strategy for how this schedule will be developed and explain how various assets will be scheduled for rehabilitation or replacement over a 30-year period.
- b. Offeror shall propose a method of determining whether an asset should be repaired, rehabilitated, or replaced. If the Offeror has already developed and implemented such a tool for other public utilities, this information should be provided in the proposal.
- c. Offeror shall propose how this schedule will be used to develop both capital projects and operating budget repair/replace strategies and how it can be tied to the CMMS system.
- d. Offeror shall propose a strategy to give MSDGC the ability to produce an updated R&R schedule annually using the CMMS system.
- e. Offeror shall provide expected level of effort for this sub-task including hours, titles, and rates.

3. 30-Year R&R Planning Tool:

- a. Offeror shall propose a method of developing a planning tool as described in Task B. If the Offeror has already developed such a tool for another public utility, this information should be provided in proposal.
- b. Offeror shall provide expected level of effort for this sub-task including hours, titles, and rates.

For Task B – Asset Management System Implementation:

1. Risk-Based Prioritized List:

- a. Offeror shall explain how a prioritized list of capital improvement projects will be developed from the R&R Schedule developed in Task A.
- b. Offeror shall propose a strategy to group relevant assets into new CIP projects using the CMMS system that ensures that assets are not excluded or overlooked.
- c. Offeror shall propose the methodology for developing cost estimates for projects on the list. The methodology must be consistent with industry standards.
- d. Offeror should provide the methodology for developing an implementation schedule for all projects.
- e. Offeror shall provide expected level of effort for this sub-task including hours, titles, and rates.

2. Multi-Attribute Analysis:

- a. Offeror shall propose a method of integrating the risk-based Asset Management list developed in Task B (1) with MSDGC facility plans, CMMS data, existing projects (in planning and design phases), regulatory requirements, system growth requirements, and other needs to develop a comprehensive CIP plan.
- b. Offeror shall provide expected level of effort for this sub-task including hours, titles, and rates.

For Task C – Asset Management System Development:

1. Provide Repair vs. Replace Decision Tool:

- a. Offeror shall propose a method of developing a repair vs. replace decision making tool as described in Task C. If the Offeror has already developed such a tool for another public utility, this information should be provided in proposal.
- b. Offeror shall provide expected level of effort for this sub-task including hours, titles, and rates.

2. Provide a Condition Assessment Methodology Tool:

- a. Offeror shall propose a method of developing a condition assessment methodology tool as described in Task C. If the Offeror has already developed

such a tool for another public utility, this information should be provided in proposal.

- b. Offeror shall provide expected level of effort for this sub-task including hours, titles, and rates.

3. 5-year R&R Forecasting Tool.

- a. Offeror shall propose a method of developing a 5-year R&R Forecasting tool as described in Task C. If the Offeror has already developed such a tool for another public utility, this information should be provided in proposal.
- b. Offeror shall provide expected level of effort for this sub-task including hours, titles, and rates.

4. Asset Management Software:

- a. Offeror shall provide expected level of effort for this sub-task including hours, titles, and rates.

5. Configuration Management Tool:

- a. Offeror shall propose a method of developing a 5-year R&R Forecasting tool as described in Task C. If the Offeror has already developed such a tool for another public utility, this information should be provided in proposal.
- b. Offeror shall provide expected level of effort for this sub-task including hours, titles, and rates.

6. Management of Change Process:

- a. Offeror shall provide expected level of effort for this sub-task including hours, titles, and rates.

7. Organizational Recommendations for Asset Management:

- a. Offeror shall provide expected level of effort for this sub-task including hours, titles, and rates.

8. Performance Measurement Structure:

- a. Offeror shall provide expected level of effort for this sub-task including hours, titles, and rates.

1.6 QUALIFICATIONS

The Offeror shall submit a statement of qualifications containing the following information:

1. Resumes of key technical personnel who will actually be assigned to the project.
2. A list of similar projects completed by the firm and the firm's personnel to be assigned to this project. The list shall include the name of the client/contact person and a telephone number for each reference project.
3. If the firm has more than one office, a statement as to the amount of work to be completed in each office, i.e. the primary location/office for each of the key technical personnel to be assigned to this project; the type of work to be completed in each office and the percentage of the total project work to be completed in each office.
4. A list of any sub-consultants that are to be used on this project. Indicate the type of work to be completed by each sub-consultant and the percentage of the total project work to be completed by each sub-consultant.
5. A statement of the firm's current workload and the anticipated workload for next year.

The format for qualification submittals to this RFQ are provided in Section 3 of this document.

TIMETABLE

Milestones for the Process are:

Release Date	NOVEMBER 15, 2016
Pre-submittal Meeting	N/A
RFQ Questions / Comments Deadline	NOVEMBER 21, 2016, 1:30 p.m. (Cincinnati, Ohio Time)
SUBMITTAL DEADLINE /TIME	NOVEMBER 28, 2016, 1:30 p.m. (Cincinnati, Ohio Time)
Evaluation Dates	November 29 – December 6, 2016
Negotiation and Award	By or before December 9, 2016

1.7 QUESTIONS/COMMENTS CONCERNING THE RFP

The City will **only** entertain written questions or comments concerning this RFP by the deadline provided above. These **must** be sent electronically to:

msd.procurement@cincinnati-oh.gov.

1.8 PRE-SUBMITTAL MEETING

The City may conduct a pre-submittal meeting for this Project. If a pre-submittal meeting is scheduled, the date, time and location of the pre-submittal meeting will either be identified on the project's web page or will be identified in an addendum. A pre-submittal meeting, if one is to be held, **is not** a mandatory requirement.

1.9 RFP SUBMISSIONS AND LOCATION

- One fully executed, printed and bound "Original" submittal and three "Copies", and an electronic copy of the submittal in PDF format (on CD, DVD, or flashdrive) shall be received by the City at the locations, time, and date specified herein. The original shall be clearly marked.
- Bound submittal copies shall be delivered to:

***Sewers Procurement
Two Centennial Plaza
805 Central Avenue, Suite 234
Cincinnati, Ohio 45202-1947***

- Offeror bears **SOLE RESPONSIBILITY** to deliver the printed and bound submittal copies to the City by the date and by the time specified in this RFP.
- All bound and printed submittals **MUST** be submitted in a sealed container. The following notations should be legibly inscribed on the outside of the sealed container (fill-in yellow shaded area):

Offeror Name

RFP #2016-012

**CONSULTING SERVICES FOR ASSET MANAGEMENT SYSTEM IMPLEMENTATION FOR
WASTEWATER FACILITY ASSETS**

November 28, 2016, 1:30 p.m. (Cincinnati, Ohio Time).

Late submittals will not be accepted.

- Any proposals submitted past the date and time outlined in this RFP **WILL** be rendered as “non-responsive” by the City.
- ***If requested in writing***, submittals may be withdrawn at any time up to the RFP deadline date and time, at which time Offeror’s submittals will be considered firm. Such requests should be addressed to msd.procurement@cincinnati-oh.gov.

1.10 COMPETITION INTENDED

Competition shall be generated to the maximum extent practicable, including opportunities for small business enterprises through the MSDGC Small Business Enterprise (SBE) Program. This project shall have a 15% SBE inclusion goal.

1.11 SELECTION PROCESS AND AWARD CRITERIA

The City will evaluate submittals to achieve the most advantageous outcome based on Offeror proposals.

The City intends to enter into a contract for the subject matter covered under this RFP. Selection of an Offeror or Offerors and subsequent award of a contract will comply with applicable Ohio law, and MSDGC policies.

1.11.1 The City has established the following responsiveness criteria as the basis for evaluating an Offeror’s submittal to this RFP. If an Offeror’s submittal does not meet the criteria listed below, it may be rendered as “non-responsive” by the City.

Responsiveness of Submittals
OVERALL CRITERIA
<ul style="list-style-type: none">• Was submittal received by MSDGC by specified date and time?
<ul style="list-style-type: none">• Did Offeror submit 1 original printed offer and 3 copies, and an electronic copy of the submittal in PDF format (on CD, DVD, or flashdrive)?

Responsiveness of Submittals
<ul style="list-style-type: none"> ● Was submittal properly signed on the Affidavit of Accuracy and Signature Page and was the original notarized Affidavit and appropriate documentation of signatory authorization submitted?
SECTION 2 REQUIREMENTS
<ul style="list-style-type: none"> ● Did Offeror submit Qualifications Questionnaire Attachment 0 with the submittal?
<ul style="list-style-type: none"> ● Did Offeror submit Qualifications Questionnaire Attachment 1 with the submittal?
<ul style="list-style-type: none"> ● Did Offeror submit Qualifications Questionnaire Attachment 2 with the submittal?
<ul style="list-style-type: none"> ◊ Did Offeror submit resumes of key personnel?
<ul style="list-style-type: none"> ◊ Did Offeror adhere to the two-page limit per resume?
<ul style="list-style-type: none"> ◊ Did Offeror submit organizational chart for key personnel performing professional services?
<ul style="list-style-type: none"> ● Did Offeror submit Qualifications Questionnaire Attachment 3 with the submittal?
<ul style="list-style-type: none"> ◊ Did Offeror list no more than six similar projects completed in the past five years?
<ul style="list-style-type: none"> ◊ Did Offeror adhere to the two-page limit per project for each project description summary?
<ul style="list-style-type: none"> ● Did Offeror submit Qualifications Questionnaire Attachment 4 with the submittal?
<ul style="list-style-type: none"> ◊ Did Offeror adhere to the four-page limit for narrative?
<ul style="list-style-type: none"> ◊ Did Offeror provide a completed MSD 172 form?
<ul style="list-style-type: none"> ● Did the Offeror submit Attachment 5 – the Pricing Sheet with the submittal?
<ul style="list-style-type: none"> ● Did the Offeror submit a Project Approach to Tasks A and B & C, using the format from the RFQ?

1.11.2 The City will review and rank all Offeror's submittals that are received on or before the deadline. The City will then select the submittal that is most advantageous.

1.11.3 The following evaluation factors set forth below will be taken into consideration for the determination of which submittals are most advantageous:

Evaluation Criteria	Max. Weight
Scope Task A: Project Approach	18%
Scope Tasks B and C: Project Approach	18%
Overall Qualifications of the Firm	8%
Qualifications of Key Personnel	8%
Similar Projects	18%
Small Business Enterprise Utilization	20%
Pricing	10%
Total	100%

1.11.4 Overall qualifications of the firm

1.11.4.1 Under this section, the City will evaluate the Offeror's experience developing and implementing capital asset management programs and its' ability to provide the required services described herein.

1.11.5 Qualifications of key personnel

1.11.5.1 Under this section, the City will evaluate the Offeror's personnel; especially the training, education, and experience of the employees who would be assigned to perform the services. The Offeror shall also identify the specialized skills and disciplines that will be required to complete the work, as it related to the development and implementation of capital asset management programs and its' ability to provide the required services described herein.

1.11.6 Similar projects

1.11.6.1 Under this section, the City will evaluate the Offeror's past work involving similar projects, for MSDGC or other sewer utilities, similar to the scope of services contained herein, i.e. developing and implementing capital asset management programs.

1.11.7 Small Business Enterprise utilization

1.11.7.1 For this proposal, the Consultant shall provide the firm's philosophy and approach for the development and growth of small and diverse firms, which has been used by the firm on past projects. Additionally, the Consultant shall provide a project-specific Business Development Plan to address the firm's proposed utilization of SBE firms registered with the MSDGC SBE Program and certified by any of MSD's recognized agencies. At a minimum, this section shall include the following:

1. The Applicant firm's philosophy and approach for the utilization, development and growth of small and diverse firms. Describe the firm's past inclusion performance and accomplishments. The completed MSD 172 Annual S/M/D/WBE Utilization form should complement and be consistent with the firm's philosophy and approach for working with small and diverse firms.
2. A list of all proposed firms for the project including SBE firms registered with the MSDGC SBE Program and certified by any of MSD's recognized agencies, including a brief scope of work assignments and percentage of participation should be included on the Consultant/Subconsultant Utilization Plan for RFQ and RFP form. To be considered for SBE status the SBE firm must be certified (by MSD's recognized agencies) in the NAICS code(s) for the services they will provide on the project.
3. The Consultant shall provide a project-specific Business Development Plan to describe the proposed means to use the certified SBE firms listed in #2 in a meaningful and significant manner and, as a minimum, shall include the following:
 - a. Why you selected this firm for the assignment, the extent to which the proposed assignments will help grow the capacity and capability of the small business.

- b. Identification of the individual(s) responsible for implementing the project-specific Business Development Plan and their experience coaching others (formal and/or informal).
- c. If you have selected firms you have not worked with in the past, describe the plan for integrating the firm into your project and your approach to fortifying this relationship. Again, one tenet of the SBE Program is to provide opportunities for certified SBEs that have little or no work history on MSDGC projects.

If the Consultant is a registered MSDGC SBE and certified by one of MSDGC recognized certifying agencies, this should be stated throughout the RFQ. To be considered for certified SBE status the Consultant must be certified in the NAICS code(s) for the RFQ/P scope of services. At a minimum, this section should include the following:

1. The Consultant firm's philosophy and approach for working with small and diverse firms. Describe the firm's past inclusion performance and accomplishments. This can include work as a prime and/or sub-consultant. The Consultant's response may include a list of the firm's discretionary spend with S/D/M/WBE firms on previous projects. The completed MSD 172 Annual S/D/M/WBE Utilization form should complement and be consistent with the firm's philosophy and approach for working with small and diverse firms.
2. A list of all proposed firms for the project including SBE firms registered with the MSDGC SBE Program and certified by the City of Cincinnati, including a brief scope of work assignments, and percentage of participation should be included on the Consultant/Sub-consultant Utilization Plan for RFQ and RFP form. To be considered for certified SBE status, the SBE firm must be certified in the NAICS code(s) for the services they will provide on the project.
3. The Consultant shall provide the proposed means to use the SBE firms listed in #2 in a meaningful and significant manner.
4. If you have selected firms you have not worked with in the past, describe the plan for integrating the firm into your project and your approach to fortifying this relationship. Again, one tenet of the SBE Program is to provide opportunities for SBEs that have little or no work history on MSDGC projects.

1.11.8 Each submittal will be considered objectively.

1.11.9 Submittals will be evaluated in accordance with the applicable Ohio law and MSDGC policies.

1.12 PROCESS FOR ENTERING INTO AGREEMENT

The City may award a contract to the successful Offeror(s) considering the total requirements for this procurement and what will be determined to be the most advantageous offer to the City.

Each Offeror whose submittal is found to be the most advantageous will be offered the opportunity to enter into a Professional Agreement (PA) with the City.

All work resulting from this RFP will be based upon a PA. While work scopes and budgets may vary, no work resulting from this RFP and resulting PA will deviate from the general scope of services as outlined below to include other services not contemplated under the RFP.

The scope, terms and conditions of that PA shall be in substantial conformance with the terms, conditions and specifications described in this RFP and with the submittal by the Offeror(s) determined to be the most advantageous.

Any PA that results from the RFP process would be entered into by the City of Cincinnati through its Department of Sewers (the "City"), as the sole management agency for the operation and maintenance of the sewer system on behalf of the Metropolitan Sewer District of Greater Cincinnati (MSDGC) and a single legal entity that has been properly formed at the time the Offeror delivers the submittal to the City (e.g., corporation, partnership, sole proprietorship, limited liability company, limited liability partnership).

The successful Offeror should be prepared to begin contract negotiations upon notification of the Award. If the Offeror is not able to begin contract negotiations, the City may disqualify that Offeror.

The City reserves the right to negotiate the PA to include any portion or portions of the services covered by this RFP.

1.13 ADDITIONAL INFORMATION

The City assumes no obligation to accept or take action on any submittal.

Receipt of a contract through this procurement process is not a guarantee of work.

The City reserves the right to ask for additional information and clarification from or about any or all of the Offerors. The City may require selected Offerors to make an oral presentation of

their submittals.

The City reserves the right to check all references furnished and consider responses received in determining the award.

The City reserves the right to perform investigations as may be deemed necessary by the City to assure that competent persons will be and are utilized in the performance of the Agreement and to verify the accuracy of the contents of submittals.

All submittals are subject to the disclosure provisions of the Ohio Public Records provisions of Ohio Revised Code Chapter 149.43.

The City publishes information on the "OpenData" internet web site <https://data.cincinnati-oh.gov/Fiscal-Sustainability-Strategic-Investment/Procurement-Opportunities-and-Contract-Awards/pid3-z56k>. Information will also be published on the internet web site <https://vss.cincinnati-oh.gov/webapp/VSSPROD/AltSelfService> (for registered vendors).

The City strongly encourages interested Offerors to frequently monitor these websites for any RFP updates and/or addenda.

Information concerning the MSDGC Small Business Enterprise Program may be found at http://msdgc.org/about_msd/capital_improvement_program/small_business_enterprise_program/index.html.

The City further reserves the right to:

1. Reject any or all submittals, to waive any technicalities, immaterial irregularities, or minor informalities in the submittal, to request clarifications or modifications during evaluation, and to select the Offeror whose submittal, in the City's judgment, is most advantageous.
2. Eliminate any Offeror who submits an incomplete or inadequate submittal or is not responsive to the requirements of this RFP.
3. Supplement, amend, or otherwise modify the RFP through the issuance of Addenda to all Offerors, and to supplement the RFP with information items, prior to the submission date of the submittal. Addenda issued to this RFP may expand or cancel any portion or all Work described in this RFP.
4. Clarify the information provided as part of the submittal, including but not limited to holding discussions or meetings with Offerors, requesting additional information from Offerors to support the information included in the submittal, and requesting clarified submittals.
5. Cancel this RFP in whole or in part with or without substitution of another RFP.

6. Take any action affecting the RFP process or the project that are permissible under Ohio law.

1.14 CONTRACTOR REGISTRATION

Each Offeror awarded a contract shall be a registrant under Vendor Self Service (VSS) at time of award. Go to <http://www.cincinnati-oh.gov/vss/> to register.

1.15 VENDORS INELIGIBLE TO CONTRACT OR SUBCONTRACT WITH THE CITY

1.15.1 The City maintains a list of Vendors Debarred from Contracting or Subcontracting with the City, which may be accessed at: <http://www.cincinnati-oh.gov/purchasing> or may be furnished in other form upon request. The City will not contract with any firm or person on the list. It is the Contractor's responsibility to verify that each subcontractor it proposes to use is an eligible firm or person. The City will not approve a subcontractor whose name appears on the list.

1.15.2 The City shall neither accept nor be liable for any increase in costs, or other expenses, delay, loss, or subsequent ineligibility to contract with the City, incurred by a contractor as a result of the City rejecting any proposed person, firm, partner, principal, affiliate, subcontractor or supplier that is debarred or suspended after the submission of a bid, proposal, or other communication leading to a contract, but before the approval or award of the contract.

1.16 CHANGES AND ADDENDA TO RFP DOCUMENTS

Information on all changes or addenda issued in relation to this offer will be posted on the "OpenData" website at <https://data.cincinnati-oh.gov/Fiscal-Sustainability-Strategic-Investment/Procurement-Opportunities-and-Contract-Awards/pid3-z56k> and will be on file with Sewers Procurement. It shall be the Offeror's responsibility to make the inquiry as to changes and addenda issued. All such changes or addenda shall become part of the RFP and all Offerors shall be responsible for taking the contents of such changes or addenda into consideration when preparing and submitting the Submittal.

1.17 MSDGC SMALL BUSINESS ENTERPRISE PROGRAM

This RFP is subject to the MSDGC Small Business Enterprise Program. The Metropolitan Sewer District of Greater Cincinnati (MSDGC) is committed to increase the participation of small businesses in all aspects of MSDGC contracting. That includes contracting with SBEs directly or indirectly through contracting, subcontracting and/or procurement activities. There are many qualified SBE firms that have performed work with MSDGC, but just as many qualified SBE firms that have not performed work with MSDGC. A tenet of the SBE Program is economic inclusion which includes providing opportunities to firms with little or no work history on MSDGC projects.

The Consultant must demonstrate an understanding of MSDGC's SBE Program tenets and a commitment to using certified SBE firms on MSDGC work where possible and feasible. Firms submitted for SBE consideration shall be registered with the MSDGC Small Business Enterprise Program or City of Cincinnati and certified by the City of Cincinnati in the NAICS codes for the services they will provide on the project. MSDGC recognizes the following certifying agencies economic inclusion programs: City of Cincinnati SBE Program, U.S. Small Business Administration 8(a) Program, State of Ohio Encouraging Diversity Growth & Equity (EDGE) Program and the City of Dayton's Procurement Enhancement Program (PEP).

1.18 NON-DISCRIMINATION POLICY

MSD is committed to a policy of non-discrimination. Through its submittal, the Offeror agrees that:

- (A) That, in the hiring of employees for the performance of work under the contract or any subcontract, no contractor, subcontractor, or any person acting on a contractor's or subcontractor's behalf, by reason of race, creed, sex, disability or military status as defined in section 4112.01 of the Revised Code, or color, shall discriminate against any citizen of the state in the employment of labor or workers who is qualified and available to perform the work to which the employment relates;
- (B) That no contractor, subcontractor, or any person on a contractor's or subcontractor's behalf, in any manner, shall discriminate against or intimidate any employee hired for the performance of work under the contract on account of race, creed, sex, disability or military status as defined in section 4112.01 of the Revised Code, or color.

1.19 MSDGC EQUAL EMPLOYMENT OPPORTUNITY PROGRAM

Prior to the award of the contract, the selected Offeror must complete and return a MSDGC Form 147; the form must be signed by a person authorized to bind the Offeror. More information on the MSDGC Equal Employment Opportunity Program can be found at the following website:

http://msdgc.org/about_msd/capital_improvement_program/construction_contracts/contract_compliance_program/eo/index.html.

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2 CONTRACT TERMS AND CONDITIONS

Refer to the **draft** Professional Agreement available for download on the OpenData website at <https://data.cincinnati-oh.gov/Fiscal-Sustainability-Strategic-Investment/Procurement-Opportunities-and-Contract-Awards/pid3-z56k>.

These draft contract terms and conditions will apply to this RFP once a vendor selection is made. The City reserves the right to amend, augment, change, enhance, or delete sections of the **draft** contract prior to its final execution with a selected vendor.

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3 SUBMITTALS

3.1 AUTHORIZATION OF SUBMITTAL

The Offeror's proposal must be signed by a person who has legal authority to contractually bind the Offeror.

3.2 CONTENT AND FORM OF SUBMITTAL; QUALIFICATIONS QUESTIONNAIRE

Offerors shall complete the *Qualifications Questionnaire* (QQ) and its AFFIDAVIT OF ACCURACY & SIGNATURE PAGE and provide attachments as outlined therein.

The information presented in the Offeror's submittal shall be clear, complete, and concise.

In addition to the instructions contained in the QQ, the following are also required for the composition (format) of any offer to this RFP:

- The Offeror's submittal **SHALL** include all of the elements outlined in the QQ. Deviation from compliance with the QQ may render the submittal as "non-responsive" as determined by the City.
- **No verbal submittals are acceptable to the City.**
- Offerors **MAY NOT** use the MSDGC logo, City of Cincinnati logo or seal, or Hamilton County seal on their submittal package – **EXCEPT** when such logo or seal appears on forms or documents provided by the City for use by Offerors.
- The Offeror **MUST** submit one printed and bound original and three (3) copies, and an electronic copy of the submittal in PDF format (on CD, DVD, or flashdrive). Deviation from compliance with the number of copies required may render the submittal as "non-responsive" as determined by the City.
- The Offeror's submittal **MUST** include an original signed and notarized affidavit. Deviation from compliance with this requirement may render the submittal as "non-responsive" as determined by the City.
- **NO ADVERTISING LANGUAGE, BROCHURES, PAMPHLETS, OR OTHER BUSINESS SERVICES COMMUNICATIONS OR BUSINESS MARKETING MATERIALS SHALL SUBSTITUTE FOR OR FULFILL THE REQUIREMENTS AS OUTLINED IN THE QQ. NEITHER SHALL SUCH BUSINESS COMMUNICATIONS OR MARKETING MATERIALS BE ALLOWED TO BE SUBMITTED AS A COMPLEMENT TO THE QQ.**

Any inclusion of such materials as outlined above, or, in the determination of the city that meet the intent of such materials as outlined above, may render the offeror's submittal as "non-responsive" as determined by the city.

The QQ is available as a Microsoft Word document SEPARATE FROM THIS RFP and available on the OpenData website at <https://data.cincinnati-oh.gov/Fiscal-Sustainability-Strategic-Investment/Procurement-Opportunities-and-Contract-Awards/pid3-z56k>.

3.3 RESPONSIBILITY OF THE CITY

The City assumes no liability for any costs incurred in preparing or submitting any response to the RFP.

3.4 EXCEPTIONS

Any exceptions to the draft Professional Agreement, the MSDGC Equal Employment Opportunity Program, or to any other portion of this RFP must be made in writing and included with the Offeror's submittal. Exceptions may be determined to not be in the best interest of the City and may be a factor used in submittal evaluation and ranking. Any exceptions taken to the MSDGC Small Business Enterprise Program provisions of this RFP may make the Offeror's submittal non-responsive.

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